

YOUTH SERVICES POLICY

Title: State Liability Travel Card Next Annual Review Date: 01/18/2013	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.16
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References: State Travel Guidelines (PPM49); YS Policy A.3.2 "Travel"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/18/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Division of Administration's State Liability Travel Card and CBA Policy as a Youth Services' (YS) policy and to provide specific instructions concerning responsibilities of State Liability Travel cardholders.

III. APPLICABILITY:

All employees of YS. The Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors and Regional Managers are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Controlled Billed Account (CBA) - a credit amount issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase any allowed transactions/services allowed in this policy. The department head determines the extent of the account's use.

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam.

Travel Card - a credit account issued in an employee's name. This account is direct liability of the State and is paid by each agency. Travel Card accounts are a tool used to assist the employee in paying for specific, higher cost travel expenses, incurred during travel for official state business only.

V. POLICY:

The Office of Juvenile Justice hereby adopts the State of Louisiana's Statewide State Liability Travel Card policy issued on 11/30/2011. For further information refer to Louisiana Office of State Purchasing and Travel website <http://www.doa.louisiana.gov/osp/travel/corptravelcard.htm>.

VI. AUTHORIZED OJJ APPROVERS:

- The Administrative Program Director 2 is the State Liability Travel Card Program Administrator for OJJ.
- The Budget Manager will serve as back up to the Program Administrator.
- The Undersecretary is the final approver for all new card applications, changes to existing cardholder credit limits and card usage authorizations.

VII. PROCEDURES:

- A. Employees interested in obtaining a new State Travel Card shall complete a Cardholder Enrollment Form (Attachment A) and submit it to the OJJ Program Administrator.
- B. The Undersecretary will authorize cardholder usage limits and credit limits. The Program Administrator will mail new cards to the employee with credit limit and authorized usage information.
- C. Bank of America will mail monthly billing statements to the employee's attention at their work address. Employees shall complete an OJJ State Liability Travel Card log (Attachment C) and attach copies of original backup documentation matching all charges from the monthly travel card billing invoice statement to the Program Administrator or designee by the **15th of each month** to ensure timely payment of monthly travel billing invoices.
- D. Employees shall continue to follow all normal travel procedures including, but not limited to completion of travel authorization forms prior to travel, submitting 156B's for budget approval, etc.
- E. In addition to completing the State Liability Travel Card log, employees shall also complete an OJJ travel reimbursement form for incidental travel items (food, taxi/airport shuttle, etc.), if applicable.

VIII. PENALTIES FOR ABUSE/MISUSE OF CARD:

- A. The Office of Juvenile Justice (OJJ) shall execute penalties for abuse or misuse of the State Liability Travel Card as outlined in the Bank of America Cardholder Agreement form (Attachment B).

- B. OJJ actions may include, but are not limited to, payroll deductions to recoup funds related to ineligible or unauthorized card purchases, suspension of State Liability Travel card privileges or other disciplinary actions.

IX. EXTENDED ABSENCES OR EMPLOYEE TERMINATIONS:

- A. Supervisors shall notify the Program Administrator and Undersecretary immediately when a cardholder is on an extended leave of absence from OJJ, when a cardholder resigns, or when a cardholder has been terminated.
- B. The cardholder's supervisor shall return the card to the Program Administrator, who shall confirm return of the State Liability Card as part of the exit interview process.

X. RESOLUTION OF CHARGE DISPUTES:

- A. If a disputed item is discovered during the reconciliation process, the cardholder shall complete the Commercial Card Claims Statement of Disputed Item form (Attachment D) and attach a copy of the billing documentation being disputed.
- B. The cardholder shall submit both items to the State Liability Travel Program Administrator no later than 5 days after receipt of monthly billing invoice for resolution with Bank of America.

Previous Regulation/Policy Number: A.3.16
Previous Effective Date: 01/04/2012

Attachments/References:

OJJ Travel-Cardholder Enrollment Form - Attachment A.docx



OJJ Travel Card Agreement - Attachment B.docx



OJJ Travel Card Log - Attachment C.docx



OJJ Travel Card Dispute Form - Attachment D.docx